

## Checklist for Choice and SES letters

Check item if included in Choice/SES letter	
<b>Requirement A – Utilize AYP information found on NDE website</b>	
	Explanation of what being identified as “In Needs of Improvement” means
	How the school compares in terms of academic achievement to other schools in the district
	How the school compares in terms of academic achievement to other schools in the state
<b>Requirement B</b>	
	Identify which subpopulations did not make AYP
	Provide information separately for English/Language Arts and for Math
<b>Requirement C</b>	
	Explain what school is doing to address the problem of low achievement – i.e school improvement goals, special programs, interventions, professional development for teachers
<b>Requirement D</b>	
	Explain what the LEA or State is doing to help the school address the achievement problem
<b>Requirement E</b>	
	Explain how parents can become involved in addressing the academic issues that caused the school to be identified for improvement
	Request parent involvement on school improvement team
	Identify school activities, such as Family Math Nights, Family Literacy Nights, etc.
<b>Requirement F</b>	
	Explain to parents their option to transfer their child to another public school – with transportation provided by the district (1 <sup>st</sup> year Needs Improvement and beyond)
	Provide two choices (when available) for parents
	Indicate that transportation costs are covered by the district
	Provide a reasonable amount of time for parents to make this decision
	<b>NOTIFICATION MUST REACH PARENTS BEFORE THE FIRST DAY OF SCHOOL</b>
	Explain to parents the opportunity for <b>low-income students</b> to participate in receiving Supplemental Educational Services (2 <sup>nd</sup> year and beyond)
	Identify the providers available to serve your district, a brief description of the services, qualifications and demonstrated effectiveness of each provider
	Inform parents of the total amount of services to be provided

All the items in A, B, C, D, E and the first 4 items of F are required to be in your Choice Letter to parents (first year NOI). All of the above items are required to be in your letters for Year 2 schools and beyond.